

**DODGE COUNTY HEALTH FACILITIES COMMITTEE MEETING
CLEARVIEW, 198 COUNTY DF, JUNEAU, WI 53039
IN THE CHAPEL**

November 7, 2018

MINUTES

1. **CALL TO ORDER:** Meeting was called to order by Chairman Bischoff at 7:45 a.m. with the following members present:
2. **ROLL CALL AND NON-COMMITTEE MEMBER COUNTY BOARD ATTENDANCE:**

COMMITTEE MEMBERS PRESENT

Larry Bischoff
Lisa Derr
Dan Hilbert
William Hoekstra
Tom Schaefer

NON-COMMITTEE MEMBERS PRESENT

None

ALSO PRESENT: James Mielke, Dodge County Administrator; Russell Kottke, Dodge County Board Chairman; Sarah Hinze, Dodge County Human Resource Director; Lori Kurutz, Assistant Administrator; Bill Wiley, Director of Finance; Jackie Kuhl, Brain Injury Center Unit Coordinator; Alyssa Gahlman, Director of Support Services; Jim Hill, Director of Environmental Services; Adam Kikkert, Maintenance Lead; Jessica Streat, Assisted Living Supervisor; Heather Ninmann, IID Household Specialist; Ashley Vergenz, Admissions Coordinator; and Jill Soldner, Administrative Secretary.

3. **PUBLIC COMMENT:** None to report.
4. **APPROVAL OF MINUTES OF OCTOBER 10, 2018 AND OCTOBER 23, 2018 MEETINGS:** Motion made by Schaefer to approve the October 10, 2018 Health Facilities Minutes, the October 23, 2018 Joint Meeting of the Human Resources and Labor Negotiations Committee and Health Facilities Committee Minutes, and the October 23, 2018 Closed Session Joint Meeting of the Human Resources and Labor Negotiations Committee and Health Facilities Committee Minutes; seconded by Derr. Motion carried.

5. **INVOLUNTARY DISCHARGES:** None to report.

6. **CENSUS REPORTS:**

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| CBIC: | 19 of 30, with 2 ready to come in soon, 3 referrals, met with 2 yesterday |
| Clearview: | 109 of 120, with 3 referrals being worked on this week |
| Clearview Behavioral Health 1/2/3/4: | 35 of 40, with referrals |
| ICF-IID (formerly FDD): | 44 of 46, with referrals and a tour |

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| Trailview | 3 of 4, with 1 scheduled to admit at the end of November |
| Clearview Community Group Home: | 4 of 4 |
| Northview Heights (CBRF): | 17 of 20, with 2 scheduled to admit soon, as well as 1 from out of state |

7. **CONSIDER, DISCUSS, AND TAKE ACTION ON RESOLUTION TO APPOINT DEANNA WILSON AS EXECUTIVE DIRECTOR / ADMINISTRATOR:** A Resolution was reviewed by the Committee to Appoint Deanna Wilson as Executive Director / Administrator (full-time, benefited position), effective January 2, 2019. Motion by Schaefer to approve the Resolution as drafted; seconded by Hoekstra. Motion carried. The Resolution, as well as a Memo from Dodge County Administrator Mielke, will go before the County Board of Supervisors on November 13, 2018.

8. **ADMINISTRATOR'S REPORT:**

- **Update: Facility-Wide Assessment ~ Jim Hill and Adam Kikkert:** Hill and Kikkert gave a PowerPoint presentation regarding the Hazardous Vulnerability Tool which needs to be updated once a year, as required by the State, as well as the top five disasters in the State of Wisconsin (tornado, cyberattack, communicable disease, ice/snow, flood, and fire). Hill explained the steps in place by Clearview in case of a disaster. He also discussed Clearview's Incident Command Structure, which is part of the Disaster Plan.
- **Introduce Dina Statz, Assistant Director of Nursing ~ Erin Blank:** Dina Statz returned to the Clearview team on October 22, 2018. Statz mentioned that she started in 2005 and took the CNA class and later went back to school. She returned as a Team Lead and eventually became an RN Supervisor. After pursuing other opportunities, she is honored to be back and named the new Assistant Director of Nursing.
- **Update: Quality Assurance ("QA") and Quality Assessment and Performance Improvement ("QAPI") ~ Erin Blank:** Erin Blank, Director of Nursing, updated the Committee on various Quality Assurance subjects: falls, infections, influenza, medical waste, antipsychotic medications, call lights, and medication errors. She also discussed Quality Assessment and Performance Improvement subjects: care planning, do not resuscitate full code status, CPR, functional maintenance programs ("FMPs"), incident reports, and staff injuries.
- **Update: Corporate Compliance ~ Lori Kurutz:** Lori Kurutz, Assistant Administrator, discussed the last Corporate Compliance meeting held, regarding Antipsychotic Medications, Person-Centered Approaches, and Quality Indicator Measures.
- **Pharmacy Savings Update ~ Bill Wiley:** Wiley discussed LeadingAge's purchasing group which has made available to Clearview a revised contract with its current pharmacy provider that would save the facility approximately \$25,000 a year. Clearview is reviewing the proposed contract.
- Wiley stated that he would have items for the next Health Facilities Committee meeting. He stated that he will have write-off of uncollectible accounts and possibly a 2018 budget adjustment resolution.

- Wiley mentioned that he just received the proposed Medicaid rates for the Nursing Home, Individuals with Intellectual Disabilities (“IID”) household, and the Brain Injury Center. He stated that the rates for the Nursing Home and IID are effective July 1, 2018, whereas, the Brain Injury Center’s rate is effective January 1, 2017. The facility has 30 days to accept or contest the rates. All three facilities saw their rates increase.
 - **Update: Medical Directors and Executive Director / Administrator Positions:**
 - **Medical Directors:** Dr. Caceres’s last day is November 9, 2018. Dr. Frinak’s last day is January 4, 2019. Drs. Daniel Lopez-Tan and Anilkumar Doniparthi are starting as Medical Directors on December 10, 2018. A letter to residents, family members, and resident representatives, outlining the transitions, will be sent out this week.
 - **Executive Director / Administrator:** Deanna Wilson’s start date is January 2, 2019. Jane Hooper’s last day is January 4, 2019.
9. **DETERMINE NEXT MEETING DATE AND TIME:** *Wednesday, December 5, 2018, at 7:45 a.m.*, in the Gathering Room at Clearview, 198 County DF, Juneau, Wisconsin.
10. **ADJOURN:** There being no further business to come before the Committee, Motion by Derr to adjourn; seconded by Schaefer. Motion carried. Meeting adjourned at 9:11 a.m.

Dated this 5th day of December, 2018.

Respectfully submitted,



Thomas Schaefer, Secretary